OGC Has Reviewed

MENUMARDUM FUR: Inspector General

SUBJECT : Finance Division Notice No. 896 (* Policy regarding application of annual leave when travel is conducted

by relvately omed automobile not to exceed cost by

common earrier"), 25 September 1950

HITEHERE : Monorendum for Comptroller, dated 1 Rovember 1956,

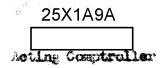
from Inspector Ceneral, Seme Subject

1. Asference discusses subject and suggests that this office may wish to revise the policy expressed therein.

- Onesel memorandum were initiated on the basis of a request by Finance Division and served to confirm the pesition taken by Finance Division to the affect that the charging of leave for excess travel time is a matter of administrative discretion to be resolved by the individual agencies. Although the Office of General Goussel memorandum indicated that this office might establish a general policy of not charging leave in these cases, it is our view that such determination by this office would be in conflict with and serve to modify or mullify basic administrative responsibility for authorising and controlling modes and conditions under which official travel will be performed.
- 3. Consistent with this view, subject notice (which is an internal procedural release providing guidance to Finance Division personnel emilting travel vonchers) advises extitors of the Finance Division that excess travel time need not be charged to annual leave in those instances wherein the authorizing officer determines that such leave need not be charged. Although the notice indicates that such determinations may be reflected on the Travel Order, Finance Division will accept such other evidence of administrative determination in the matter as is appropriate in the eirquestances. In this connection, the office of the DD/F has proposed that the DD/F issue an administrative determination to the effect that, in the shounce of specific determination to the centrary by travel authorizing efficers in individual cases, excess time for travel by personal sute on a "not to exceed cost by common corrier" basis will not be charged to ammal leave. Such precedure is consistent with the principle that the approval or disapproval of charges for annual leave is a matter for minimistrative rather than andit determination.

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4. Although we do not feel that it would be proper for this office to make administrative determinations which are the prerogative and responsibility of authorizing and approving officer, we agree that promolugation of a uniform policy on an Agency-wide basis is desirable. In order that early determinations as to such policy may be secomplished, our Technical Assounting Staff will undertake the proparation of an appropriate Agency notice and if the notice is sproved, an assumment of Agency Regulations to incorporate the expression of policy therein.



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